

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Business License Administrator	<u>Revision Date:</u>	10/2005
			<u>EEO Function:</u>	Community Development
			<u>EEO Category:</u>	Administrative Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30663

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Assistant Director of the Community Development Department, performs regulatory administration of the city business license ordinance and any applicable Federal, State, County and local laws. Responsible for ordinance development and implementation. Responsible for fiscal and regulatory documentation including processing of applications, release of specified information as permitted by law, business eligibility, accounting, billing, and other special regulatory functions as required.

III. Essential Duties:

- Administers and processes commercial, home occupation, alcohol, special events (South Towne Expo Center events), and other temporary permit applications. Verify compliance applicability with State and Federal regulations, State Tax Commission, Health Department and other government regulatory agencies as prescribed by local, state, and federal law.
- Direct and delegate license recommendation responsibilities to support staff including Planning Department personnel, Building and Safety personnel, Police Department personnel, Fire Department personnel, and other personnel as deemed appropriate. Provide technical training. Intervene/arbitrate on licensing issues when necessary.
- Research applicable multi-government rules, regulations and laws and develop corresponding ordinances, outlines and requirements. Develop, compose, revise, and prepare business license ordinances for adoption by City Council and or Planning Commission. Offer staff recommendation and professional opinions and interpretation to City Council, Planning Commission and related City agencies.
- Generate annual updates for every license holder. Maintain current bond file for those businesses required to post bonds; follow through on annual inspections for specific categories of business.
- Administer and prepare license fee renewals, assess delinquent penalties, collect payments, issue annual license certificates and maintain appropriate records including regulatory data as established by State Law for distribution to the County Assessor, State Tax Commission, etc.
- Establish and maintain a close working relationship with City departments and outside agencies such as Health Department, Consumer Protection, Labor Commission, State Alcohol Beverage Control Commission, Federal Department of Alcohol, Tobacco and Firearms etc., to assist with code compliance.
- Provide statistical and general license information to the public ensuring compliance with GRAMA specifications. Act as business owner and government liaison regarding requirements, interpretation of ordinances and regulations of local ordinances, State professional licensing, business registration or organizational structure, financial assistance, small business assistance, consumer rights, etc.
- Assist Legal Department by gathering facts and participating in hearings regarding licensing issues. Present licensing issues to various boards, councils and commissions.
- Respond and follow up on complaints regarding businesses that are unlicensed or have not completed the application process.
- Accurately and confidentially maintain all licensing records. Prepare documents for long term retention.
- Prepare monthly reports detailing license activities for the previous month.

IV. Marginal Duties

- Keep cash bond ledgers for establishments selling beer to minors.
- Accept and process sign permit applications and special event permits. Answer questions and assist citizens with zoning violations, Board of Adjustment applications and Conditional Use Permits.
- Perform other duties as assigned.

V. Qualifications:

Education: Completion of two years of college in accounting, business or related field.

Experience: Two years of related work experience; may substitute equivalent combination of education and experience; must be at least 21 years of age (due to responsibilities ensuring compliance related to alcohol sales). Experience in collection of delinquent accounts. Experience with WordPerfect, spreadsheet and UNIX system preferred.

Certification and Licensing:

Successful completion of State and National certification programs for License Officials within 3 years of hire date. Once obtained, must maintain valid License Official's certification during term of employment. Must maintain a valid Utah driver's license throughout term of employment.

Knowledge of: Accounting principles; City Ordinances, State and Federal laws and statutes relating to business licensing; basic knowledge of constitutional rights as they relate to licensing; public relations; general office practices and procedures; policies and procedures of related agencies. Correct and effective English usage, spelling and vocabulary.

Responsibility for: Researching, writing, regulating, and implementing local ordinances that have far-reaching effects on the public and business community. Fiscal responsibility for license fees, bonds, refunds. Revoking licenses, denying licenses, cashing in forfeited bonds. Preparing and maintaining publicly accessible business license information/documents.

Communication Skills: Ability to establish good rapport with upper management levels of companies; glean accurate information from license applicants; inform enforcement personnel and public regarding City Ordinances and policies; engage in detailed conversations regarding license procedures, collections and enforcement procedures; written and verbal contact with departments and agencies to furnish and obtain information.

Tool, Machine, Equipment Operation: Frequent use of personal and mainframe computer, typewriter, telephone, document shredder, copier, printer, and adding machine.

Analytical Ability: Apply general principles and ordinances effectively to specific conditions; ability to handle confrontational situations and make sound decisions; establish goals and priorities; creative design and implementation of applications to correspond with current ordinances; creative solutions to complex licensing issues; must exercise independent judgement.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to great exposure to stressful situations and deadlines; constant attendance is required; work assignments are broad and performed with little supervision or checking; work is referred to a supervisor only when policy questions arise; some stress may be present due to personnel issues; a moderate amount of muscular exertion, including stooping and kneeling, is required; occasional field work to verify business activities and locations.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____